Confertel5810402.
Wednesday, February 19, 2014

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>> Welcome to the USDA webinar. Concor federal user training. Your speaker for today's program is Jacob Buchanan.

(Standing by)

>> The conference is now started. This conference is now being recorded.
>> Welcome to the USDA webinar concur federal user training. Your speaker for today's program is Jacob Buchanan. I will now turn the call over to Jacob. Please begin.
>> JACOB BUCHANAN: Welcome everybody to concur federal edition CGE. I will be your training consultant today. On the agenda for today's class we're going to be going over login and password procedures. We're going to review the CGE home page, go over the profile page, create reservations, create authorizations, add, edit and delete recurring and single expenses. We're going to learn to add lines of accounting, allocate expenses between lines of accounting, learn about preaudit justification, stamping authorization, vouching creation, the charge card tab, updating expenses, stamping the voucher and adjusting and amending documents.

All right. Let's go ahead and get started.

So access CGE, first open your internet browser. Once you access your browser, in the address bar type "CGE.concursolutions.com." You don't have to breakthrough any firewalls to use it. Once you type that in the address bar, you'll be brought to this page. This is the CGE login page. Up in the top there's a privacy notice. I recommend reading both before booking travel.

You'll see two passwords. One for log in and one for password. You'll be signing on using your Eauthentication user name and password.

Today I'll be signing in with a password of my own creation. I'm going to go ahead and sign in.

All right. Sign in. Type in your user name, password and click the login button. I'm going to log in and we'll check out the CGE home page. Wait for it to log us in. All right. This is the CGE home page. The first page that you'll see when you log into the system. I'll start at the top, work my way down and walk you through the whole page. All the way at the upper lefthand corner, you'll see a tag line. It should welcome and your name. Next to your name is the last login date, which says details, which you can click to view your entire login history.

All the way on the upper righthand side of the screen there are two links. One says help and one says log out. If I click on the "help" link, let's way for this to load.

One second. I apologize. I'm going to go ahead and close the window and refresh the page. Going to click on help in the upper righthand corner.

All right. It seems it's taking a while to load. However, if you do click on the "help" link it will bring up that same window, but it will load page specific information. That will bring information specific to the page you're on. It will bring you more information about the CGE home page.

If I hover my mouse over the help link, another page appears beneath it. User help. This will bring up a comprehensive guide to CGE. If you have any questions at all about the system, you'll probably find your answers here.

Next to help is the logout link. Always be sure to click this before exiting your browser. That just ensures that the system shuts down properly.

There's the navigation toolbar. This contains five tabs that will help you navigate the system. We're currently in the home tab. Next is the travel tab where you can search for and book travel. Next to the travel tab is the authorizations tab where you can view and create vouchers, or excuse me, authorizations. The vouchers tab is where you can view and create vouchers. And lastly, the profile tab is where you can view your personal information, system settings, or change your password.

Beneath the home tab on the lefthand side of the page, there is the "I want to" box. This creates shortcuts or links. Viewing or creating authorizations or vouchers, or editing your profile information. Under the I want to box is the alerts box. For example, if your passport was about to expire or any pressing information like that, that would be displayed in the alerts box.

All the way on the righthand side of the page, there's a menu that says you were administering travel for. If you're arranging travel for somebody else, this is the menu you would use. You can select the traveler that you would be booking travel for from a dropdown menu. Here I only have myself.

However, to find somebody who is not in your dropdown menu, you can use the search button to the right and type whoever you are searching for in the search box and click "okay."

Today I'm just going to click cancel and book travel for myself. There's the important information box. This is maintained by an administrator. It's information they believe is important for you to read before booking travel. Under the important information box is a list of your recent trips. If you look at where my cursor is hovering in the center, you can view all trips. And if you want to create a new trip, you can do that by clicking the button on the right.

You can click the view all authorizations button in the center where my cursor is hovering to view a list of all your authorizations. And if you want to create a new authorization, you can do so by clicking the button all the way to the right.

If somebody is working within a document, their name is going to be displayed next to that document in this column, and you'll have to wait for them to finish up before accessing the document.

All right. Now that we went over the home page, we're going to head to the profile tab. So if I hover my cursor over the profile tab, a drop down menu appears with three links. Personal information, change password, or systems settings. I'm going to click on the profile tab itself and go to the main profile menu. You'll see here just underneath the profile tab, those same three links appear in a sub menu toolbar.

First thing we're going to do is head to our personal information. So I'm going to click on the personal information link under your information on a toolbar to the left. However, I can also click on the personal information link in the center of the page or the submenu toolbar. They all take me to the same place.

On this page, most of your personal information should transfer over from gov trip. However there are a few fields you'll have to fill out on your own. Where my cursor is hovering, I'm going to go over a few of these required fields with you. The first required field up at the top is your name. Make sure your name matches whatever ID is used to travel, otherwise you may not be able to board flights.

Next under your name is a box labeled expense information. If you look through expense information, you'll notice a lot of fields are grayed out. If a field is incorrect, you'll have to contact an administrator to have it changed. Scrolling further down the page, we can see that our agency information and our duty station address are filled out for us. And further down you'll see your home address is filled out as well. You're going to want to make sure that's correct. Further down the page underneath home address there's your contact information. Here you're required to provide either a work phone or a home phone number. You don't have to provide both, even though I chose to here. And if you look at where my cursor is hovering, your email address should be filled out for you. Under contact information, there's a space for you to fill out emergency contact information if you would like. It's not mandatory, but it is helpful. And below emergency contact information, you can fill out your travel preferences. At the top of travel preferences, you can indicate what kind of discount travel rates or fare classes you're eligible for. Beneath that, you can fill out your air travel preferences. If you look at where my cursor is hovering, you can indicate a preferred departure airport. And we'll see where this comes into play when we start booking travel. Beneath air travel preferences, you can fill out your hotel and car rental preferences as well. And below that, you can look all the way to the right and use add a program link to add a new frequent traveler program.

Beneath traveler programs, under TSA information, you're required to fill out your gender and date of birth. And if you have a TSA known traveler number, you can fill out those as well. There are little blue question marks. These are quick helps. It will provide you with useful information. If I click on quick help, it will let me know more about what a redress number is. I'm going to click close.

If you're traveling internationally, you can add your passport. If you are not traveling internationally, you can add the I do not have a passport check box where my cursor is.

You can input your government charge card or your IBA. This box displays the type of card, the name of the card, the last four digits of the credit card number, the expiration date. If you look at where my cursor is hovering, there are a number of icons. These will let you know what is the default payment method for. It will let me know this is the default payment method for business air travel. All the way on the right hand side are two icons. It will let you edit a credit card's information. For example, if you had to change the expiration date of a credit card. And the red XÊwill allow you to delete the credit card. If you need to add a new credit card, you can click the add a credit card link above those two icons. Once you're done making changes on this page, you can click any of the save buttons. There are two showing right now. They all do the same thing. They all save the whole page. I'm going to click "save."

And now you'll see all the way in the upper right hand corner, a green box appears that let's you know that you've successfully saved your profile.

Next we're going to go under E receipt activation. I'm going to click on the link on the left. And E receipt is a receipt delivered electronically to you by a participating vendor. I'll get into those more later with the voucher. For now all you'll need to know is you'll come here to activate those E receipts. On my screen it says I've opted in. If you haven't opted in already, there will be a button in the center of the page that says activate E receipts. You'll click on that link, agree to the terms and conditions and you're good to go.

Next we're going to book travel. We're going to head to the travel tab. If I hover my cursor, a drop down menu appears with four links. I can search for and book travel. I can go to trip library to view all my past trips. If I take a particular trip often, I can make a search template for that trip under search templates. And I want to do light reading, I can read my agency's travel policy with the policy link. I'm going to head to the travel home page to search for travel.

You'll see those same four links if you're in a submenu toolbar underneath the travel tab. All the way to the right hand side of the page, you will see that you are administering travel for. You can use the drop down menu to select a traveler. Or, if they're not located in the drop down menu, you can always use the search button to find the traveler you're looking for. I'm going to book travel for myself. There is the important information box. That is the same important information that was on the home page that's carried over. Keep your attention on the left hand side of the page where we're going to search for travel. At the top, there is a box labeled travel authorizations with two radio buttons. One says new authorization. And the other says add travel to existing authorization.

This is letting CGE know what kind of document to know to create. We want to create a new authorization. And CGE, you book your reservations first and it will automatically create an authorization for you base on those travel authorizations.

Under the travel authorization box, we have four tabs. Air and trains, side by side. If we need to find a rental car, we can click the car tab. Train, rail tab. And we can check our flight status, we can click the flight tab.

At the top of the air and rail tab, there are three buttons. Round trip, one way and multisegment. I need to let CGE know what kind of trip I'm taking, so I'm going to leave that set to round trip.

Next we're going to have to choose our temporary duty location. Here we can search by agency location or reference point. Going to leave that set to reference point and in the search field I'm going to type "Portland." Once I type in the search box, I can click "find location" and a new window appears that will display my search results in the drop down menu. I'm going to select "portland, Oregon" and then I'm going to select choose. Our menu automatically populates. However, if we're in a different county, we can choose what county we're working in within this drop down menu. Under the per diem location drop down menu, our departure city automatically populates with the preferred departure airport. Next we need to choose our departure and return dates. I'm going to click in the empty departure field. A calendar will pop out. I can navigate this calendar using the arrow to the left and right.

Single arrows will navigate by month. And double arrows will navigate by year. I'm going to book travel out in May. I'm going to click on May 19th as my departure date.

Next to the departure field, there is a drop down menu. Here I can choose whether I want to depart or arrive at this time. I'm going to leave that set to depart. Next I need to choose what time I want to leave. I'm going to leave this set to 9 a.m.

And since it's unlikely I'll find a flight exactly at 9 a.m., I'm going to need to choose a range of times. Plus or minus three hours from 9 a.m. We can choose our return date the same way. I'm going to click inside the return field. And as my return date, I'm going to click on the 23rd. I'm going to leave everything else set the way it is. There's two check boxes. Pick up, drop off car at airport. The other says find a hotel. I'm going to select "both." To let the system know that I need a rental car and that I need to find a hotel. I can choose to find hotels within a given distance of a specific location. Right now it's set to find hotels within five miles of our reference point, which is Portland, Oregon, however we can also search by airport, agency location or address

I'm going to leave that set to our reference point. All the way at the bottom, if you look at where my cursor is hovering, there is a check box where you can specify an airline that you can search for specifically. I'm not going to select that search box today, because I want to look at all my options.

To search for reservations, just click search at the bottom of the page. I'm going to click search. And let's wait for it to load my flight search results. Let's give it just a minute. All right. The very top of the page is an orange document timeline to let you know where you are in the travel booking process. There's a blue pentagon to the left set to search to let us know we're in the search stage of travel booking. Under the document timeline. This is arranged by vendor at the top and type of fare on the right hand side. Four types listed. To government contract discounted. Limited capacity flights. Next are government contract. City pair fares. Next is non contract government flights. Those are competitive rates offered by non contract vendors. And at the bottom you have lowest published. The lowest published fare that any government employee could book.

We can also use this matrix to view search results. For example if I only wanted to fly Delta flights. If I look at my search results, all of those results are Delta.

If I scroll back up, in my flight metrics, I'm going to click "all" so I can view all my results. If we look all the way at the right hand side of the page, there's a place to change our search results. We can filter them by outbound and return times, flight and airport if we like. Back on the left hand side of the page, underneath the matrix, there's a link that says show fare display legend. This link will let me know what a few icons in our search results mean. Three stars is a government contract fare. A blue star in a yellow box is the least cost logical fare, or the flight you should probably choose. And two stars is a non contract government fare. I'm going to hide the fare display legend.

A little to the right, there's a sorted by dropdown menu. We can use this to sort our search results by preference, arrival time, policy, stops or emissions. I'm going to leave it at policy. On the left hand side, you'll see a lot of boxes that say reserve. Some are green, some are yellow. If you see a green reserve box, that indicates that the option is within policy. If you see a yellow box, that indicates that it's out of policy. If you see the word "reserve" it means there's only one available for the flight and you can reserve it.

If you see the word "fares" that means there is more than one fare available for the flight and you have to choose the one you want before continuing. I can view all the fares by clicking the "fares" button. I'm going to scroll down.

Now if you look where my cursor is, there are two radio buttons, where I can select which fare I would like to choose. Also, if you look at where my cursor is hovering now, there is a little blue seat icon. You can use these icons to pick your seat on the flight if it's okay with the vendor. But it's up to the vendor. This flight is out of policy. If you need to book an out of policy flight, you can do so by clicking the yellow reserve box. If you try to book an out of policy reservation, a box like this will appear. And it will ask you to justify your reason from a drop down menu. Scrolling down in this pop up window, you can see your chosen flight.

I want to close out of this box. I want to choose something compliant. I want to scroll all the way back up and I'm going to select this first flight. I'm going to click the reserve button. I get a warning message saying that my return airport is not the same as my departure airport. That's okay. I'm going to have to choose which credit card I want to use. So you'll see in the drop down menu I can choose my card or a EBA, essentially billed account. There's three buttons. I can start over. Go to the previous page and start a different flight, or click "next" to continue. I'm going to click "next." It's waiting for us to reserve our flight.

And let's let it search for cars and here we go. This is our rental car search results page. If you look all the way up to the upper right hand corner, there's a total estimated car box. You can add car mileage if you have them. You can change your car search or you can filter your search results. If we take a look over on the left hand side of the page are flights matrix have been replaced by a rental car matrix. This has been arranged by vendor on the left hand side and type of car up at the top. Just like with the flights matrix, we can use this to filter our miniÊvans, I can click on a miniÊvan where my cursor is hovering in the matrix. If I scroll down, all my boxes are miniÊvans. But they're all yellow and red, indicating these are out of policy. I'm going to scroll back up and go to my matrix. And I'm going to select economy car. Click on the economy car picture. And if I scroll back down I can see all my results now have green reserve boxes indicating these are within policy. If you look at this first result, look at where my cursor is hovering in the center, there's an icon saying this is E receipt enabled. They will send me an E receipt with my reservations. I'll get into more of what those are and how they work when we get into the voucher. I'm going to book this first rental car and click the green box. Going to wait for it to pull up our hotel search results.

Here we go. This is our hotel search results page. All the way in the corner our total estimated costs box is updated to reflect the cost of the rental car. And on the left hand side, our matrix has been replaced with a map displaying where our hotel search results are located. I can zoom in and out of this map if I would like. I can zoom all the way in. Get a nice street view if I want to. And scroll back out so I can see my hotels.

We can see on the map our hotels are marked by red stars. Let's look at the legend underneath the map to see what those stars mean. The yellow flag indicates an agency hotel. A green balloon will indicate a not preferred hotel. Let's scroll down and look at our search results. If you look at the very top of the search results, our lodging per diem is displayed. And on the right hand side of each search result, there is a fraction. The top number in each fraction indicates the lowest price room available in the hotel. And the bottom number indicates the highest priced room available in the hotel. To view all the rooms available, you can click the "choose room" button underneath the fraction. So here we can see policy compliant rooms are in green. And if I scroll down, out of policy rooms are yellow or red. I'm going to scroll down and find a hotel I like.

So let's see. I want to stay in the Crown Plaza. The 9th result down. I can also see over to the left where my cursor is hovering that this is an E receipt enabled vendor. I click "choose room." Ah, it looks like these are out of policy. I'm going to scroll back up and I'm just going to pick that first hotel. I'm going to make sure my green room is selected and then click the green "reserve" button. Once we click on the green reserve button, you'll have to agree to the hotel's rate details and cancellation policy. And then click "continue."

Let's wait for it to achieve our itinerary. This brings us to our travel details page. At Concur we refer to it as our soft itinerary, because we can shape it and mold it and changes details if we need to. We have our trip overview. We can choose to print or e mail our itinerary if we look. In the center is our trip name, start date, end date, date of creation. If you look at where my cursor is hovering, under description, there is no description available. There's a pop up window next to the cursor that appears that lets me know I can click to edit this field. I'm going to click. I'm going to name my trip. I'm just going to call it "portland 5". Maybe it's the fifth time I've been to Portland. I'm going to click "save." And now I have a trip description for my personal reference.

On the right hand side we can use the icons displayed to add to our itinerary if we want to. We can have car, rail reservations. We can view our reservations. First is our flight. And on the right hand side of our flight, you'll see two links. One says change. One says cancel all air. Change will change the dates of your flight. And cancel will cancel the whole flight. If the vendor allows this, you can use this button to change the seat on your flight. I'm going to scroll further down the page past the connecting flight. Let's take a look at our rental car and hotel reservations. Both of these have the same "change" and "cancel" button on the right hand side. Change for changing the dates of the reservation, and cancel for canceling the reservation.

In the center for the rental car, there are two links. You can use these links to change your pick up and return location of your rental car. Beneath our reservations, where my cursor is hovering, there's a blue plus sign. You can use this to add new reservations to your itinerary if you need to. Further on down the page, you can see the return flight with the same and cancel buttons. It's got the same change seat option as well. There's a blue change itinerary. We can use this to add changes to our itinerary if we need to. Beneath our connecting flight or return flight, excuse me, there's a total estimated cost displayed. And at the very bottom, there's two buttons. One says next. One says cancel. I can click on next to continue, or cancel to cancel the whole trip. I'm going to click on "next" to continue booking travel.

Once I click "next," it brings me to our trip booking information page. On the left hand side of our trip booking information page, at the top our trip booking information is displayed. Under the trip name, there's a comment for the travel information box. If you enter any text in here, it will incur a fee.

Further on down, there's a drop down menu where we'll have to select a trip purpose. So I'm going to select "training." On the right hand side at the top is that trip description that we answered on the previous page that's carried over. Beneath our trip description, we have to provide an e mail address with a confirmation. And that will automatically populate. Under our e mail address, there's a drop down menu where we can choose include directions and maps to the hotel if we want. I'm going to choose to do that with my e mail confirmation. At the very bottom of the page, there's five buttons. First button, display trip will take me back to my soft itinerary, where I can make changes to my reservation if I need to. The next button over, hold trip will let me hold my reservation. And if you look at where my cursor is hovering, it says you can hold this reservation until May 17th at 2 a.m. The next button will take me to the next page. It will let me continue. And lastly the cancel button will cancel the whole trip. I'm going to go ahead and click the "next" button to continue booking travel. It will take me to the trip confirmation page. At Concur, we call this trip confirmation page the hard itinerary, so called because this one is set in stone. We can't make any changes on this page. If you scroll through, you'll see all the information from the soft itinerary, but all the options to edit the trip are gone. If you look beneath our trip overview, there's our reservations listed. You'll see it's the same reservation information, but the change and cancel buttons are gone. The change seat options are gone. You'll see they're gone next to the rental car. And the hotel as well. And beneath the hotel, you'll see the add your itinerary button is gone. Not to worry, though, if you need to make any changes, you can always scroll all the way to the bottom of the page. There's four buttons here. I can click on the display button to go back to my soft itinerary and make any changes I need to. I can go to the previous page with the previous button. I can click confirm button to confirm an authorization or click "cancel" to cancel the whole trip. I'm going to go ahead and click "confirm booking" and we're going to create an authorization from our travel reservations. So let's wait for it to save our trip and create our authorization. Give it just another minute.

Apologize for the long load time. Internet is a bit slow at my office today.

All right, there we go. CGE has automatically created an authorization for me based on my travel reservations. It has changed at the top to reflect an authorization.
And beneath that on the right hand side are four gray buttons. The first one, I can click that button go back to my soft itinerary and make changes to my reservation if I need to. Next to the submit button, that will take me to the last page where my cursor is hovering where I can stamp my document. We'll go over that in a little bit. Next to that is the print button. That will allow me print a PDF version of the document. And lastly, the close button. If you decide you want to close out and finish it up later, always exist using this "close" button. If you don't, you run the risk of getting yourself edit locked out of the document. Luckily your agency runs an edit close feature. But you can avoid that, if you just remember to hit "close" every time. There's a number of tabs we can use to navigate to document. We're currently in the summary tab. I'm going to scroll through this summary tab for you and show you what that looks like. We have our details displayed along with our document information. Beneath our document information is our reservation details. Then there are expense details. I'll show you how to edit expense details in a few minutes. Per diem allowances. And then authorization details. Here is displayed any authorization details. If you're displayed to go on leave for a certain day, that will be displayed here. Accounting details. Right now we can see the one line of accounting we have everything allocated to. We'll teach you how to add, edit and delete lines of accounting and also allocate between them in a few minutes. Your totals details where a blank enter comments box. Here you can enter comments for approval if you look. And then there's the document status menu, where you can apply a status to your document and stamp and route it if you like. There's still plenty more I can show you in this authorization. At the bottom is the attach a file menu. You can use this to attach any receipts or supporting documentation to your authorization. If you look at the attach file menu, all the way on the right hand side are three links. The first one says attach receipt images. This is the link that we'll use to attach receipts or supporting documents. To do so, I can click the attach receipt images button. A window will appear. Look where my cursor is hovering. I can click this "choose file" button to choose the file I want. And at the bottom right hand side I can click the "attach" button to attach it to my document. Close out of this window. View receipts. It will allow me to view the files attached to my authorization. And print fax cover page button. You can print a fax cover page. I'm going to click on the print fax cover page link. Take note that on the left hand side there is a bar code. It's completely unique for this document, so don't use it for any other document. I'm going to close this window. That wraps up the summary tab. So next we're going to have to head to the general tab. That's the fourth tab over. You'll always have to go to the general tab when creating an authorization. Here in the general tab, you'll notice where my cursor is hovering is a sub tab. The name, date type and currency are all filled out for you. You need to input a type code. So unless you're creating a blanket authorization or invitation or sponsored travel, you're always going to input single trip. Our trip purpose has carry over from where we inputted on the trip booking information page. And we'll have to input a document description. I like to make my document description match my trip description. So I'm going to call this Portland 5. And whenever you make changes on this page, always remember to click the "save changes" button in the upper right to make sure they stick.

All right. Now that we're finished in the document information tab, you'll notice the tab next to document information where my cursor is says "trip information." The trip information tab contains information about your per diem locations. In the center of the page there's a place for you to input your departure and return selections. So for me, that would be my office in D.C. And at the very bottom of the page is listed your itinerary locations. This should automatically populate based on the reservations you made. But if we take a closer look, on the left hand side there is a delete column. You can use the red XÊto delete an itinerary location. You can edit the arrival and departure dates. You can edit the itinerary location if you like. There's a lot of empty rows. If you need to add any other itinerary locations, you can do so using the empty rows.

Now that we filled out our document information and the trip information in the general tab, we're going to head to the expenses tab where we can add, edit and delete expenses. I'm going to click on the expenses tab, just to the right of the general tab. The expenses tab, it's a split screen divided left to right It's a list of all the expenses on this document. And the right hand side is a space where you can edit expense details.

So if we take a look on the left hand side, above your list of expenses, there's two buttons. One says add expense, and one says delete selected expenses. I can use the add expense button to add an expense. And I want to delete an expense, I would first select the expense. I would select the check box I want. And then click delete selected expenses. The left most column in your listed expenses is the action column. Three icons here. The first icon, the pencil and paper will let you edit an expense item. Two pieces of paper will let you copy an expense. And a single piece of paper will let you itemize an expense. So let's add an expense to our document. I'm going to add an expense for a taxi to the airport on my first day. I'm going to click add expense button on the left hand side. I'm going to move over to my work space on the right. So we're going to have to enter a date for our expense first. You'll see where my cursor is. It defaults to the first day by trip. And since I am indeed taking a taxi on the first day of my trip, I'm going to leave it as is. I'm going to choose an expense from the drop down menu. I'm going to find taxi. But if you scroll through here, there are a lot of other expenses you can add. For example, parking, personal vehicles. You can indicate the use of a government vehicle. Airfare, rental car, et cetera, et cetera. You can add any of those the same way that I'm going to add this taxi fair. I'm going to click on taxi cab fares. Enter a cost. I'm going to type "30" for the cost. And then I have to choose a payment method underneath the cost. I'm going to leave that set to personal. That should default to the correct payment method. Now I'm going to click "save" in the upper right hand corner. Now if we look on the left hand side highlighted in purple, that new taxi expense has been highlighted. I can change this expense using the corresponding paper and pencil icon all the way to the left. So I'm going to click on the pencil and paper. I'm going to move my work space over on the right hand side. And the cost column, I'm going to type 35. Now that I've updated the information, I can click "save" in the upper right hand corner. And now if we look back on the left hand side highlighted in purple, that taxi expense has been updated. Next we're going to add a recurring expense. For example, if I had to pay for parking every single day of my trip, I can click the add expense button over on the left hand side. I'm going to go to my work space on the right. This is where we use the create expenses through field in the top. You input the last day of a recurring expense. So I'm going to find the last day of my trip and click on the calendar. Can use the arrow to navigate the calendar. So it's in May. Last day of my trip was the 23rd. I'm going to click on the 23rd. Next we need to fill out an expense date. And the expense date here is going to be the first day of a recurring expense. That's the first day of our trip. That's the 19th. So that is correct. Now from the expense description drop down menu, I'm going to go ahead and find parking. And for the cost, I'm going to put $10. Type in 10 and click "save."

If we look on the left hand side, parking has been added for every day of our trip. Say for example I think I'm getting out of the garage early on the last day, I'm not going to have to pay for parking that last day, I can always delete that expense. To delete the expense, I'm going to click the "delete" check box to the left. And then click the "delete selected expenses" button.

Now if I scroll down, that last parking expense is gone. You can also use the expenses tab to edit our MNIE. So if I want to edit the MNIE for the second day of the trip, I'm going to click on the 20th. I'm going to move all the way to my work space on the right and at the very bottom on the right hand side here there is a link that says show per diem conditions. I'm going to click on the show per diem conditions link. All the way on the bottom, there's a check box that says "on leave." I'm going to click this check box. If I click "save" on the upper right hand corner, just wait for it to load. Now if we look on the left hand side, oops. My mistake. It's supposed to zero out the MNE and lodging, however I input the wrong amount of hours. Let me go back to my work space. And under "leave" I'm going to type in eight under hours and then click "save." There we go. My mistake there. Now if we look at our MNIE, it zeros out the MNIE and the lodging for the day. I don't want to go on leave though, so I'm going to click the pencil and paper edit icon to the left to re edit that expense. Move to the work space on the right. Click on show per diem conditions on the bottom. And I'm going to go ahead and select regular MNIE and click "save."

Now if we look back on the left hand side highlighted in purple, it's normal. I want to indicate that I had a meal provided. I had lunch provided on this day. I'm going to go to the pencil and paper. Go back to my work space on the right. On per diem locations, I'm going to click on meals provided. Indicate that I had lunch provided and then click "save" in the upper right hand corner. If you look highlighted in purple, the MNIE has been reflected to show that that lunch is being provided. All right. Next up we're going to head to the accounting tab where we can add lines of accounting and allocate expenses between them. Click on the accounting tab, two tabs over from expenses. You'll see this tab is also a split screen, but this is divided top to bottom. At the top half of the split screen, if I scroll through you'll see I have a master list of accounting codes that I can choose from. And the bottom half is all the lines of accounting that I have on my document. So let's add lines of accounting. There's two ways to add lines of accounting. You can add them from your master list or you can add them manually. First I'm going to show you how to add an accounting code manually. To do so, you'll go to the add new accounting code button in the upper right hand corner where my cursor is hovering. Click on add new accounting. Here you'll have to enter a label. I'm just going to call this training LOA. For the fiscal year, I'm going to put 2014. And I have to fill out the necessary elements. I'm just going to put fictitious values here. Just one second to fill these out.

All right. And once you've filled out all the appropriate information, you can just click "save accounting codes updates" in the upper right hand corner. Oh, it looks like. Filled out the wrong information there. There we go. Now we can see on the bottom half of our screen that new line of accounting has been added to our document. If we look on the left hand side of the bottom half of our screen, there's two icons. Pencil and paper and the red X. If I want to edit this line's of accounting information, I can use the pencil and paper icon. And I if I want to delete it, I can use the red X. I'm going to go ahead and delete this line of accounting for my document. I'm going to click the red XÊnext to training LOA. I'm going to click "okay" that I'm sure that I want to delete this record. And now look at the bottom half of my split screen, that line of accounting is gone.

I'm going to now teach you how to add a line of accounting from a master list. The master list, I want to add baseball travel to my document. To add this line of accounting, all I have to do is click on the line of accounting's name. That's it. Now I have to look at the bottom half of our split screen, baseball travel has been added to my document. So now that I have two lines of accounting on my document, I have to allocate expenses between the two of them. It's in the bottom right hand corner, I'm going to click on either allocate link. Both will take me to the same place. Once I click on the allocate link, I'm brought here to my break down by expense category tab. You can see where my cursor is hovering. In this tab, on the right hand side is your break down by expense category. You can see how much your flight was, your lodging, MNIE, and on the left hand side, you can see right now I have zero funds allocated to my baseball travel LOA. And at the bottom, I have everything allocated to batman. And so I'm going to have to change that to allocate. I can use the two tabs next to the breakdown by expense category tab. There's two of them here. I can go to expense level allocation. Both offer different ways to allocate. I'm going to show you expense level allocation first. There's four way to allocate. By date, expense category or payment method, by expense, or by location. So for example, if I had to put my flight on one line of accounting and the rest on the other, I can allocate by expense. I can click on either of the expense links over on the right hand side. And that brings me a list of all my expenses. And next to each one on the right is a drop down menu where I can choose which line of accounting I want it on. I'm going to find my flight. It's the third expense down and from the drop down menu over to the right, I'm going to select baseball travel. I'm going to leave the rest set to batman and I'm going to click save and exit allocation changes in the upper right hand corner. If we look to the left, you can see my flight is now on baseball travel. And the rest is on batman.

Next we're going to show you document level allocation. So I'm going to click on document level allocation tab. Here there's two ways to allocate. I can allocate by amount or by percent. Now I want to split everything 50/50 by the two lines of accounting. I'm going to click on either zero in the lines of expense column. It brings me to a list. And next to each one of the space where I can input what line of expense I want on each line of accounting. Next to baseball travel, I'm going to click 50. I'm going to click outside of the field Excuse me there. And the rest will automatically populate under Batman. There's a check box that says allow exceptions. This will allow you to allocate individual expenses on top of your percentage split. You can start with the 50/50 split and then put your flight on one line and your rental car on the other, it will allow you to do that. And on the left hand side I can see that I have half of my funds allocated to baseball travel and the other half on Batman.

I'm done allocating, so I can click "close allocation" in the upper right hand corner. Brings me back to my accounting tab.

All right. So next we're going to go over advances. If you look where my cursor is hovering, it seems all my tabs have disappeared. This is an easy problem to fix. Sometimes this happens in some browsers. All you have to do to fix that problem, go up to your refresh button. And now you'll see all those tabs are right back there. So next to the accounting tab, the advances tab. I'm going to go ahead and click on the advances tab. I have no advances on this document, but if I did want to request an advance, all I have to do on this page is head all the way to the right and click on "add advances" where my cursor is hovering. And there, just about all the information should be filled out for you. Traveler ID, name, date, type. You can edit the amount. And you can edit the accounting codes that your advances are coming from.

All right.

I'm going to click cancel and I'm not going to request any advances. Now that we're done editing the information and authorization, we can head to the confirmation tab. Last tab over on the right   hand side and here is where we can stamp our document and submit it. In the center of the page, there's the status to apply drop down menu. We're going to want to make sure that says "sign" because we are signing our authorization. We can add my remarks we would like our approver to see. And at the very bottom is our document routeing and document history. Now that I've applied the correct status to my document, I'm going to go ahead and click stamp and submit document on the right   hand side. When I click stamp and submit document, it will automatically bring me to my pre   audit results. Pre   audit results will list a number of audit process to the left. These are just tests on the document to make sure everything is okay. And then the status of our document is listed in the center, whether it passed or failed the audit test. And further comments are listed over on the right   hand side.

So if we scrolled through, we'll see that everything is okay. We'll see that we passed everything. However if any of these said fail, we would have to justify them in order to continue. If I wanted to justify a fail, I could go to a justify pre   audit results button on the right   hand side. It will bring me to a list of the status, and a place to justify each one. For example, if I wanted to justify this first audit process, I could just type a justification in here, and then click "save justification" over to the right. Then we'll see it appears in the comments box for our approver to see. Also, if you saw anything in the status column that says fail, that's what we refer to as a soft fail. Those are fine. Just fix them and finish the document as usual. If there's a hard fail, you'll know it's a hard fail. There will be a lot of capital letters, all exclamation points and you will not be able to submit your document. If you forgot to input a type code for the fail, that will be a hard fail. Soft fails are usually policy related.

All right. I'm good to go and passed all my pre   audits. I'm going to go ahead and click "continue stamping document" to the right. That will bring me to my post stamping document closure screen where I can see my routeing list. I can see who my approver is going to be and who is going to get my document. Donald is approving my authorization. I'm done here. I'm going to click the screen over on the right and that will bring me back to my list of authorizations.

So we can see on the left   hand side of each authorization there's a pencil and paper icon. You can use this pencil and paper icon to adjust your document or if it's already been approved, you can use that same icon to add an amendment to your document. So we've created our authorization. Now let's create a voucher.

To create a voucher, just hover your cursor over the vouchers tab at the top and select "new voucher" from the drop down menu. You'll see when I click on the drop   down menu, there's two options. Pre   trip voucher from authorization and authorization. Pre   trip voucher for authorization is exclusively going to be used for non   refundable or instant purchase flights. There's nothing else you would be using it for. We didn't have any of those today. So we're going to choose "voucher from authorization." So once I selected what type of document I want to create, I'm going to click create document from the drop down menu. And then at the very bottom, it will bring up a list of all the authorizations I can use to create this voucher. Choose which authorization I want. I'm going to click the pencil and paper icon to the left. I'm going to select the one I want and the pencil and paper icon. It brings me to the document information page Here I can double check and make sure it's the right dock and make sure it's the one I want. Looks okay to me, so I'm going to go ahead and click "create document" all the way to the right. Once I click "create document," you will see it takes me right to the general tab of my voucher, and this should look familiar. It looks the same as the general tab of the authorization and it is the same as the general tab of the authorization. And you'll see that is a running theme throughout the voucher in this program. It looks almost exactly the same. I'm going to run through this voucher and show you a few little differences between this voucher and the authorization.

So I'm going to head to the summary tab, first tab over to the left. This should look familiar as well. Looks just about the same. We scroll through. Our traveler details have carried over, as has our document information. Scrolling through, we can see our expense details. You'll see there's flags letting me know this date has not yet occurred since we're creating a voucher, the system is under the assumption that you would be creating a voucher after the trip has occurred. You wouldn't normally be creating a final voucher after the trip has occurred. These are flags warning me that I'm doing that.

Scroll down. We can see our per diem allowances. A number of flags letting me know actuals have been claimed. When you see flags like this, these will show up in your pre   audits, and they're soft fails and you can justify and submit just fine.

Under accounting details, we can see our allocation that we input earlier. Many of the accounting details, totals and travel advances. Next is the enter comments box. If we entered anything earlier, it would have carried over here. And at the bottom is that document status menu. It works the same way as it did in the authorization. And at the bottom is the same attach a file menu as well. So I'm going to go ahead and review this attach a file menu. There's three buttons to the right   hand side. Attach images, view receipts print fax cover page. You would use the attach images button to attach receipts or supporting documents. View receipts to view any receipts attached to your voucher. And view fax receipt. Everything is about the same in the summary tab as well. One of the key differences is the charge card tab. It's the fourth tab over from the left. The charge card tab is where you can view and manage your charge card transactions and E   receipts. The charge card tab isn't going to be live right off the bat. In the beginning, you're going to be attaching receipts using the attach a file menu I just showed you on the summary tab. Right now this is going to be a glimpse into the future for you. When the charge card tab does go live, CGE will keep track of all of your charge card transactions and you can pull them here so you can attach them to your document if you want to.

So if you look where I am highlighting, there is a section that says not assigned to a voucher. This is where CGE will pull up all of the transactions, and you can use them to assign to your voucher or not. The first section, under not assigned to a voucher, I'm highlighting smart expenses. Two or pieces attached together. You can see what sources of data are used in the source column on the left   hand side. Each of these is a charge   card transaction matched with an E   receipt. 90% of the time is a charge card transaction that happens to have an E   receipt. I've been talking a lot about E   receipts throughout this whole presentation. I can now finally show you what they look like. I'll click on the E   receipt icon next to this hotel reservation. I'll make this a little bit bigger so you can see it. All right.

This is an E   receipt. An E   receipt isn't just a picture of a receipt. It's actually live data. So if I attach this to my document, it will actually fill out all the corresponding expenses in the expenses tab for me. So let's take a look at the expenses here. If you look at where my cursor is hovering, there's a miniÊbar charge and movie charge. All kind of charges that I don't want on my voucher, but also that I didn't incur because I didn't travel anywhere.

When we're booking these for training purpose, we're using fake credit card numbers so the vendors know that they're fake. And since they know it's training expenses, they send us examples. I would get all kind of warnings. So I'm not going to attach this today. But for you it's very convenient. Instead of manually attaching expenses when you get back from your trip, all you have to do is attach an E   receipt and it does it all for you.

Close out of this E   receipt. If I wanted to apply this E   receipt to my document, I would use a select check box all the way to the left. And then I would go up to the apply transactions button to the right. If I wanted to get rid of this E   receipt, I can click the delete button where my cursor is hovering now. As I mentioned, a smart expense is two or more pieces matched together. If they were incorrectly matched, I could click the "unmatch" button next to it. And I saw an E   receipt floating around that matched up to another transaction, I could click "both" and match them. Again, just to reiterate, this is not live for you guys. But this is just a glimpse into the future for you. But in the beginning you will be attaching receipts using the attach a file menu in the summary tab.

All right. Next up after the charge card tab we're going to head to the expenses tab. So I'm going to click on expenses. The expenses tab and the voucher works the exact same way as it did in the authorization. Right   happened side, work space where you can edit your expense details. If you want to add an expense, you can click add an expense where my cursor is hovering. You can click delete expenses. If you need to edit any expenses, again, same way in the authorization. You would click the pencil and paper edit icon and the action column over to the left.

All right we don't have any expenses we need to update. So we're going to head over to our accounting tab. Going to head to accounting. This should look familiar as well. Looks and works the exact same way as it does in the authorization. Just to recap, the split screen. Okay, you have your master list of codes you can choose from. And at the bottom, you have all the lines of accounting assigned to this document. If I need to add a new line of accounting, I can click on my master list by clicking on the name that I need to choose. Or I click one manually. Once I have all my lines of accounting added, I can allocate new lines of expenses with either of the allocate buttons in the bottom right   hand corner. I don't have to make any changes in my accounting codes. So I can go ahead and head to the confirmation tab all the way to the left. Again, works the exact same way. In the center of the screen, you have your status to apply drop down menu. We're going to want to make sure this says "signed." We're signing our voucher. There's that same remarks box beneath the status to apply menu. Document routeing and document history are listed at the bottom. I have applied the correct status to my documents. I'm going to go ahead and click stamp and submit over to the right. Brings me to my pre audit results. This works the same way as well.

So as you can see in the upper right hand corner, have two options here. It won't let me continue stamping until I justify all the fails that you can see on this page. I'm going to justify all of these. Going to click justify pre audit results to the right. The first one says accounting codes are not authorized. I'm going to go ahead and justify this one. Account codes authorized. Scrolling down, it says actuals exist. So I'm going to say lodging actuals authorized. Scroll down and see if there's anything else. I've got to justify the fact that my voucher is not within 15% of the cost of my authorization. So I'm going to say change in costs necessary. And scroll down and make sure there's nothing I'm missing. It looks good to me. I'm going to go ahead and click "save justification" all the way in the upper right hand corner. Now we can see in the comments section on the right hand side, I've got a justification next to each of my soft fails. So if we look next to justify pre audit results, a new button has appeared. I'm going to go ahead and click "continue stamping." It brings me to my post stamping document closure screen. I can view my routing list and who my approver is. And I can see my receipt checklist I'm done stamping, so I can click the close post document screen to the right. Brings me to my list of vouchers. This is my only voucher here. Just like with the authorizations, all the way to the left, there's that pencil and paper icon. You can use that to adjust your document. Or if it's already been approved, you can use that same icon to amend your document.

So that about wraps up today's agenda. So I'm going to bring up the agenda from today and review what we went over.

So today we went over log in and password procedures. We reviewed the CGE home page. We went over the profile page. We learned to create reservations. We learned to create authorizations. We learned to add, edit and delete single and recurring expenses. We learned about lines of accounting. We learned to allocate expenses between our lines of accounting. Learned about pre audit flag justification. Stamping. Voucher creation. Charge card tab. Updating expenses. Stamping the voucher and adjusting and amending documents. I want to thank everyone so much for attending today. Hope everybody learned something. And I hope you have a great day. Thanks again.
>> Thank you Jacob. This concludes today's USDA webinar. Thank you all.